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OC ADMINISTRATION STAFF
Savings Through the Use of Computers

1. The use of computers is best shown by ability of OC-A to absorb a substantial increase in workload in administering Communications personnel over the past ten years without an increase in the Administration Staff's

25X9 Table of Organization ⌐ ⌐ During this period, management has become more sophisticated and cost conscious, resulting in more reports and reviews. The Administration Staff could not have absorbed the increased workload except through the use of ADP equipment. Examples of the assistance computers have given us follow. We are unable to identify the manpower used to perform these functions manually prior to the use of computers. As a result we have estimated the manpower savings.

Personnel:

a. Machine runs 140C and 209A - Strength Reports - 16 manhours per month.

b. (1) Machine run 144E - Headroom Reporting - is accomplished entirely from this run - 8 manhours per month.

(2) Provides SC monthly comparison of career service on-duty strength and career service grade authorization. And as a result the Development Complement allocation report is no longer necessary - 2 manhours per month.

c. Machine run 145A - SC positions by panel by grade - eliminates time spent on stroke tallying to determine points - 4 manhours per month.

d. Machine run 184A - Fitness Reports - this run permits monitoring of report submission without maintaining a tickler file - 40 manhours per month.

e. Other runs received are the 222C - not to exceed roster (people on LWOP and on Personnel Rank Assignments), Education Listing, Personnel Status Reports and others save time because manual record keeping is eliminated.

<div align="right">Personnel Total - 70 manhours per month</div>

<div align="right">Budget & Fiscal.......</div>

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<u>Budget & Fiscal:</u>

a. Obligation Status Report - Eliminated manual postings and now permits more time to do a better analysis of unliquidated obligation - <u>33 manhours per month.</u>

b. Automated Budget Program - Develops budget data in various arrays at a sub-object class fan account level, which is a great improvement - <u>7 manhours per month.</u>

c. A follow-on gives us a monthly trend report, which enables a quick review of our financial position - <u>4 manhours per month.</u>

Budget Total - <u>44 manhours per month</u>

<u>Property Recording:</u>

This system today is 50 percent manual and 50 percent automated. The manual system consists of recording encumbrances and issues to determine the available balance of PRA. The issues are recorded through the machine system and recorded manually in total against the encumbrances. If the trend continues to convert Type 1 stations to Type 2 systems, the additional workload cannot be absorbed with the present number of personnel involved in the recording of obligations and property data. At the present time, the workload of this section is at the maximum and any additional increase will necessitate increasing the staff by one additional employee.

2. In summary, the OC Administration Staff reports an approximate saving of 114 manhours per month by the use of ADP reports.

Category B & C